

## **Cabarrus County Council Officer Guidelines**

### ***President***

Attend County events and County Council Meetings

Preside over the meeting

Assist 4-H Leaders and club officers in their duties

### ***Vice President***

Attend County events and County Council Meetings

Preside over meetings in absence of the president

Assist in meeting arrangements

Serve as program committee chairman

### ***Secretary/Treasurer***

Attend County events and County Council Meetings

Keep account of membership record

Keep minutes of meetings

Notify members of meetings

Receive and report club communications

Keep accurate record of income and disbursements of funds

### ***Reporter***

Attend County events and County Council Meetings

Publicize club activities

Take pictures and publicize

Use social media to showcase events

Complete county scrapbook pages

### **Restrictions**

Candidates must:

-be enrolled and actively participating in a 4-H club or as an independent member.

-be nominated by completing a Nomination Form.

-be 13 years or older as of January 1<sup>st</sup> of the service year.

-NOT have served in the same role in the past.

President must have served at least one term in another county role to be eligible for candidacy.

## **Events/Expectations**

### **Expressive Arts Showcase**

- Man concession stand - 2
- MC event
- Back stage coordinator

### **Achievement Night**

- Decorations
- Program
- MC event
- Handout awards

### **County Council Meetings**

- Run Meetings
- Plan program

### **County Council Programming**

- Officer Induction and Training
- Community Service Picnic
- National Science Experiment

### **Other duties as needed**

**\*\*Most times, arrive at events 1 hour early to help setup or attend other planning meetings.\*\***

## **The Benefits:**

- ❖ Over \$200 towards state trip costs
  - Each officer is eligible to attend Winterfest, Teen Retreat and Congress at a lower cost.
  - Leadership training for little or no cost
- ❖ County Recognition
- ❖ Public Speaking
- ❖ Parliamentary Procedure Training
- ❖ Greater exposure to 4-H on state and district level.
- ❖ Increased participation to include in projects, competitions and awards.
- ❖ Looks great on a resume and a reference letter

